



COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

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COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller, Director of Long Term Care

DATE: June 19, 2007

SUBJECT: Federal Long Term Care Criminal Background Check Bill

In a letter to Congress, AARP endorsed a bill sponsored by Senators Herb Kohl, D-Wisconsin, and Pete Domenici, R-New Mexico, that would establish a national criminal background check system for employees whose jobs involve one-on-one contact with patients in long term care. Information for the system would come from screenings and criminal records, including FBI fingerprint checks. AARP sees this bill as providing significant protection for vulnerable citizens who are receiving long-term care services.

Section 32.1-162.9:1 of the Code of Virginia currently requires all home care organizations and hospice providers in the Commonwealth to obtain a criminal record report on applicants for compensated employment from the Virginia Department of State Police. The criminal background check must be obtained within 30 days of hire. Employment of individuals who have been convicted of certain offenses or barrier crimes is prohibited.

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: June 19, 2007

SUBJECT: Summer Cooling Program

The Virginia Department of Social Services (DSS) will fund the Summer Cooling Assistance Program for the ninth year in a row. A Memorandum of Understanding (MOU) will be signed by VDA and DSS, to allow DSS to transfer \$100,000 for distribution to the AAAs. Due to a reduction in LIHEAP (Low-Income Home Energy Assistance) funding, this will be the final year that DSS will support the VDA Summer Cooling Program, unless additional federal block grant funding is awarded to DSS.

Shortly, you will receive an Area Plan Amendment for funds allocated from the 2007 Summer Cooling Component of the Virginia Energy Assistance Program administered by DSS. The allocation of funds is based on 60+ population below poverty from the 2000 U.S. Census and the amounts will be similar to last year's allocations.

The MOU with DSS requires AAA's to complete and maintain program and expenditure reports. Monthly reports are due by the 10th of each month and must be e-mailed to Elaine.Smith@vda.virginia.gov. The final reports are due by August 31, 2007. Reporting forms are available on the VDA website and copies have also been emailed to each participating AAA's Cooling Assistance coordinator/contact person.

In administering the local funds, AAA's are permitted to provide assistance for those with income not to exceed 150% of the 2007 federal income poverty guidelines. Cooling Assistance applications may be taken beginning June 15th through August 15, 2007. Funds must be disbursed by **August 31, 2007**.

Summer Cooling Program

June 19, 2007

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Following is Program Guidance for the 2007 Summer Cooling Assistance Program. If you have questions, please call me at 804-662-9319 or email

Elaine.Smith@vda.virginia.gov

As of Monday, June 18, 2007, the Electric Bill Payment benefit was reduced from \$200 to \$100. Applications that have already been accepted at the \$200 level should be honored at \$200 but from now on, the benefit is \$100.

Also, if there are applicants who meet the 130% of poverty income criteria, DSS would like to encourage AAAs to refer those applicants to their local DSS office so that AAA funds can possibly spread a little further.

2007 COOLING ASSISTANCE PROGRAM GUIDANCE

PROGRAM PURPOSE

The purpose of the Cooling Assistance Component is to assist low-income households with cooling equipment or payment of electric bills to operate cooling equipment.

APPLICATIONS

Only one member of a household may make an application for cooling assistance. This application will be assumed to request assistance for all persons residing in the household.

A household may apply more than one time. For example, a household may apply for an air conditioner in June and for an electric payment in August. More than one type of assistance may be approved on a single application. This may happen in the case of a request for cooling equipment purchase/repair and an electric bill payment.

ELIGIBILITY CRITERIA

To qualify for assistance, the household must meet all of the following criteria.

1. Income limits. Acceptable methods for documentation and income guidelines are listed on page 3 of this document.
2. Citizenship. Household members must declare in writing under penalty or perjury whether they are citizens or nationals of the United States or aliens.
3. Residency. The applicant's statement and Virginia service address are acceptable verification.
4. The household must contain at least one elderly person, age 60 or older. Accept the applicant's statement as verification.

ASSISTANCE PROVIDED

Installation of any cooling equipment requires the applicant or a member of the applicant household own the home; or that the renter applicant provide a landlord statement indicating the household's responsibility for cooling equipment.

Household must have no other cooling equipment in the home.

1. Purchase of a portable fan (\$50 maximum).

2007 COOLING ASSISTANCE PROGRAM GUIDANCE

2. Purchase and Installation of a Ceiling, Attic, or Whole House Fan (\$350 maximum).
3. Purchase and Installation of Air Conditioner (\$550 maximum). Warranty information on the compressor is required for applicant and case file.
4. Repair of Central Air Conditioning Unit or Heat Pump (\$300 maximum). Warranty information on the compressor is required for applicant and case file.
5. Repair of Installed Fan (\$100 maximum). Assistance may be provided more than once; however, vendor compliance with required guarantees must be evaluated first.
6. Payment of Electric Bill (\$100 maximum). Bill must be in the name of the applicant or a household member or the service address on the bill is the same as the applicant's name.
7. Security Deposits (\$200 maximum once per lifetime). A once-per-lifetime payment per household related to the operation of the cooling equipment is allowed. If the household has received an electric security deposit through the Energy Assistance Program previously, the household is not eligible for one under Cooling.

WARRANTY REQUIREMENTS

Air conditioners purchased must have an Energy Efficiency Rating (EER) of no less than 8 and must have at least a two (2) year warranty on the compressor. A copy of the warranty should be retained in the case file.

APPLICANT NOTIFICATION

All applicants must be notified in writing of the approval or denial of their request for assistance. Approved households will be notified of the type and amount of assistance for which they have been approved. They also will be provided with the name of the vendor/company providing the service. Denied households will receive notification of the reason for denial.

DISSATISFACTION WITH ELIGIBILITY ACTION

Any person who is dissatisfied with the action taken on his/her request for assistance will have the right to request a review of that decision.

RECORDS

The contracting agency must maintain documentation for each household. Records must be retained for five (5) years and must contain the following information: signed application, notice of disposition, request for verifications, bills and client correspondence.

2007 COOLING ASSISTANCE PROGRAM GUIDANCE

COOLING ASSISTANCE INCOME GUIDELINES– 2007 150% Federal Poverty Income Guideline

Gross income of all household members is used to determine eligibility for Cooling Assistance. No deductions for taxes, etc. are allowed. Money paid to one household member by another member of the same household is not considered income to the recipient.

Family Size	150% of Poverty
1	\$1,276
2	\$1,711
3	\$2,146
4	\$2,581
5	\$3,016
6	\$3,415
7	\$3,886
8	\$4,321
9	\$4,756
10	\$5,191

VERIFICATION PERIOD

Calendar month prior to the month of application - Example: Applicant applies in June; secure income verification for May.

ACCEPTABLE VERIFICATION

- Earned Income-Pay stubs, pay envelopes or written employer statement.
- Unearned Income-Award letter, copy of check, written statement from person cashing the check, bank statement of direct deposit, or other documents in applicant's possession.

Countable Income=gross earnings or unearned income prior to any deductions.